

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-03568A000200060022-9
SECURITY INFORMATION 8 November 1951

MEMORANDUM FOR: Deputy Director (Administration)

FROM: Comptroller

SUBJECT: Request for T/O Increase for Finance Office

REFERENCE: (a) Memorandum of 16 June 1951 to ADD/A (General)
from Comptroller, Subject: Status of Finance
Personnel Requirements

25X1
25X1

1. Reference (a) sets forth in detail the personnel requirements as of 16 June 1951 for the Finance Office. Pursuant to this request the Finance Office received authorization for [] additional positions, [] of which have been established by approved T/O. The request for the remaining [] positions as to grade was deferred until the revision of Section 9.4 Administrative Support of Special Projects, of the Confidential Funds Regulations had been approved. The revision of this section was approved under date of 25 October 1951 and distributed under date of 7 November 1951. There is presented below the proposed organization and grade structure of the Coordinating and Contracting Staff which includes the [] additional positions mentioned in the above referenced memorandum:

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Present Organization and T/O

Proposed Organization and T/O

Approved For Release 2005/11/21 : CIA-RDP78-03568A000200060022-9

SECRET

SECRET
SECURITY INFORMATION

- 2 -

2. It is requested that the above organization and positions be approved and incorporated into the official T/O of the Office of the Comptroller as soon as possible in order that recruitment may be initiated for these positions.

3. It is recognized that the proper placing of the contracting function organizationally is under study at the present time with the view in mind of possibly transferring the function to the Personnel Office. If the function is transferred, then the positions indicated above can also be transferred.

25X1

4. There are listed below the changes in classification desired and the number of additional positions required to keep current with the expanding operations of the Agency:

25X1

An additional position (Secretary-stenography GS-5) is required to handle the additional workload in the stenographic, typing and clerical field. With the present stenographic and clerical staff it has only been possible to keep abreast with the present workload through the working of an excessive amount of overtime. In the past, the position of Deputy Comptroller has never been filled with an employee actually performing the duties. With the reporting to duty of the Deputy Comptroller on 19 November 1951, an additional secretarial position will be required.

SECRET

SECRET

- 3 -

b.

Budget Division

Increase and/or

Total

| |
|--|
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25X1

An increase of one (1) Budget Examiner is necessary to meet the ever increasing demands for assistance and guidance by the operating offices in the budgetary field. Due to the expanding activities of the Agency several new offices have been established and there is an essential need for a high grade analyst who can be assigned to work with these new offices on overall and detail budgetary problems. At the present time the Chief and Assistant Chief of the Budget Division are endeavoring to absorb the additional workload. This prevents them from devoting sufficient time to the direction and supervision of the Division and also to the overall agency budget problems. The addition of this one position will greatly relieve the present situation.

c.

Fiscal Division

Increase and/or
reclassification
requested

Total
Revised
T/O

Present T/O

Office of the Chief

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SECRET

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Approved For Release 2005/11/21 : CIA-RDP78-03568A000200060022-9

SECRET
SECURITY INFORMATIONFiscal Division (Cont'd)

| <u>Present T/O</u> | <u>Increase and/or reclassification requested</u> | <u>Total Revised T/O</u> |
|----------------------|---|----------------------------------|
| <u>Travel Branch</u> | | |

25X1

The requested increase for the Fiscal Division totals [] positions. [] of the additional positions are for the Payroll Branch. For the past several payperiods the Payroll Branch, although working overtime continuously, had difficulty in meeting the deadline for salary payments. In fact on two occasions the checks were delivered on payday in the afternoon instead of in the morning as had been the usual custom.

25X1

The Agency has put into effect an expanded recruitment program and the net increases in vouchered employment are exceeding the estimates on which the present payroll T/O was based. Also, it is very difficult to keep the payroll T/O completely filled as the grades are very low and the employees find other positions within and without the agency which are higher grades and which require less work and no deadlines to meet. It is believed that this situation can be alleviated some by reallocation of some of the positions to a higher grade. The Classification and Wage Division, Personnel Office, has been requested to make a study of the situation but it appears that they have other important priorities. It is recommended that the survey be given a priority rating and action be taken as soon as possible.

The travel auditor is required to process the increased volume of travel vouchers. The addition of this position would help to eliminate some of the overtime now required and would also help in permitting the employees to take their leave when desired.

It is believed that the requested reclassification as listed are in line with other reclassifications which have taken place throughout the Agency. This subject was discussed in the referenced memorandum of 16 June 1951 and it was assumed that since the increases in the

SECRET

SECRET
SECURITY INFORMATION
- 6 -

number of positions were approved that the request for the Classification and Wage Administration Division, Personnel Office, to make a classification survey of the Fiscal Division was also approved. It is desired that some action be taken in this connection in the immediate future.

d. Finance Division

The request for increase in the number of positions for the Finance Division totals [redacted] The details and justification for this increase were prepared by [redacted] Acting Chief, Finance Division, for each organizational unit of the Division. This information is attached and the request has the unqualified endorsement of the undersigned as being absolutely essential for efficient operations. It will be noted that the justification also states the estimated number required in fiscal year 1953. The requested increases in fiscal year 1953 have been included in the 1953 budget.

5. The total increase in positions requested over and above present authorizations amounts to [redacted] and are summarized as follows:

Organizational Unit

Pos.

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E. R. SAUNDERS

Approved: [Signature]

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DD/17.

*10 Nov. ?
Per Saunders*

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